



# SENIOR PROJECT MANAGER (ENGAGEMENT) - CLIMATEWORKS

**DEPARTMENT/UNIT**

ClimateWorks Australia / Monash Sustainable Development Institute

**FACULTY/DIVISION**

Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)

**CLASSIFICATION**

HEW Level 8

**DESIGNATED CAMPUS OR LOCATION**

Melbourne CBD

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)** is responsible for the development, implementation and continuous improvement of the University's research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVCR further advances the University's research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University's organisational and governance structure is available at [www.monash.edu/about/structure](http://www.monash.edu/about/structure).

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute (MSDI)** is driven to find real solutions to some of the most significant challenges facing our world today. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to facilitate cross-faculty research partnerships that provide solutions to sustainable development challenges globally; and provides a platform to share that expertise in partnership with industry, government and the community. MSDI is host to the Sustainable Development Solutions Network (Australia, NZ & the Pacific) and the Oxfam-Monash Partnership. Our expanding education focus includes postgraduate courses and PhD supervision alongside executive education, capacity development and student leadership activities. For more information, please visit [www.monash.edu/msdi](http://www.monash.edu/msdi).

**ClimateWorks Australia** bridges research and action, for system-level transitions to reach net zero emissions across Australia, SouthEast Asia and the Pacific. We act as trusted advisers, influencing powerful decision-makers to reduce emissions at scale. ClimateWorks convenes and facilitates relationships with an international network of organisations that support effective policies, financing and action for emissions reductions.

ClimateWorks supports decision makers with tailored information and tools, working with key stakeholders to remove obstacles and help facilitate conditions that support the transition to a prosperous, net zero emissions future. Co-founded by The Myer Foundation and Monash University in 2009, ClimateWorks is a non-profit working within the Monash Sustainable Development Institute. To learn more about this work, visit [www.climateworksaustralia.org](http://www.climateworksaustralia.org).

## POSITION PURPOSE

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The **Senior Project Manager** (Food Land and Ocean System) is responsible for supporting the design and delivery of programs in the Land, Food and Oceans system. The Senior Project Manager will lead work in the Land Use Futures program which is developing information and prompting action towards sustainable food and land use systems in Australia.

Working with an established stakeholder network, the Senior Project Manager will be responsible for leading engagement activities across the program and supporting the development of new partnerships and collaborations as the program moves into new phases of work.

Bringing strong strategic thinking skills, the position will also synthesise and draw out key information and advice for decision makers from the Land Use Futures work program, translating system strategies and information into clear advice and actionable steps.

Reporting to the Program Impact Manager (Food, Land and Oceans) the Senior Project Manager will work in close collaboration with the Food, Land and Oceans team and other teams across the organisation to ensure ClimateWorks' impact on sustainability and emissions reduction is realised.

**Reporting Line:** The position reports to the Program Impact Manager (Food, Land and Oceans) under broad direction with a degree of autonomy

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Lead planning and coordination of stakeholder engagement activities across the Land Use Futures program, developing and maintaining a network of relevant stakeholders within the food, land and oceans system and supporting the development of collaborations and partnerships
2. Lead the development of influential high quality, concise and targeted reports, position papers, briefings, and presentations for a range of audiences, translating complex scientific information into clear advice and actionable steps
3. Bring a working understanding of food, land and oceans to undertake critical analysis on issues related to climate change, food and land use synthesising information to draw out key information and advice for decision makers
4. Understand the imperatives of key actors in the system to support the design and delivery of implementation plans that will mobilise action in food, land and oceans systems, translating system strategies into action plans
5. Implement effective project management processes to deliver projects of varying complexity and size, establishing the project scope and plan, and overseeing the project's implementation to ensure quality outcomes are achieved to deadline
6. Provide general problem-solving, guidance and feedback on project briefs and outputs, particularly in relation to strategic impact and risks, and supporting escalation of issues via governance and management arrangements

7. Support maintenance of positive team culture by demonstrating ClimateWorks' leadership values and behaviours
8. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
  - extensive industry or research experience in the food, land and oceans sectors; or
  - an equivalent combination of relevant experience and/or education/training.

### **Knowledge and Skills**

2. Excellent project management skills with a proven record of successfully managing all aspects of medium to high profile projects through to completion, in accordance with good governance approaches, project management methodologies, standards, timeframes and budgets
3. Highly developed relationship management, including the ability to interact, influence and negotiate with a variety of stakeholders at all levels in the investment, corporate and government and non-government sectors
4. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and setting and meeting deadlines
5. Advanced computer literacy, including high level of capability in the use of online meeting, collaboration and engagement tools
6. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions to complex problems and project requirements within a structured approach
7. Excellent interpersonal and communication skills, including experience translating complex or technical information into engaging, plain English content with an informative use of quantitative and qualitative data, and excellent quality assurance skills

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- The position may require after hours work to accommodate partner time zones
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.